MONTANA
Department of Public Health & Human Services

xerox

Montana Health Care Programs
Medicaid ● Mental Health Services Plan ● Healthy Montana Kids
Individual Adjustment Request

Instructions:
This form is for providers to correct a claim which has been **paid** at an incorrect amount or was **paid** with incorrect information. Complete all the fields in Section A with information about the paid claim from your statement. Complete **only** the items in Section B which represent the incorrect information that needs changing. For help with this form, refer to the *Remittance Advices and Adjustments* chapter in your program manual or the *General Information for Providers* manual, or call Xerox Provider Relations at (800) 624-3958 (Montana and out-of-state providers) or (406) 442-1837 (Helena).

A. Complete all fields using the remittance advice (RA) for information.

1. Provider Name and Address

_____
Name

_____
Street or P.O. Box

_____
City State ZIP

2. Client Name

_____

3. Internal Control Number (ICN)

_____

4. NPI/API

_____

5. Client ID Number

_____

6. Date of Payment _____

7. Amount of Payment $ _____

B. Complete only the items which need to be corrected.

Item	Date of Service or Line Number	Information on Statement	Corrected Information
1. Units of Service			
2. Procedure Code/NDC/Revenue Code			
3. Dates of Service (DOS)			
4. Billed Amount			
5. Personal Resource (Nursing Facility)			
6. Insurance Credit Amount			
7. Net (Billed – TPL or Medicare Paid)			
8. Other/Remarks (Be specific.)			

Signature _____ Date _____

When the form is complete, attach a copy of the RA and a copy of the corrected claim, and mail to:

Xerox State Healthcare, LLC
P.O. Box 8000
Helena, MT 59604

Updated 03/2012